

# Label Submission and Approval System (LSAS) FSIS Enrollment Process

The information in this section will help guide you through the enrollment process to request a **Submitter** role in LSAS.

Pre-requisite: Customer must have already established a Level 2 eAuth account

To access LSAS, direct your browser to <https://lsas.fsis.usda.gov>.

Your browser will be re-directed to eAuth and the *eAuthentication Warning* screen will appear:



When the user clicks the I Agree button, the *eAuthentication Login* screen is presented

USDA United States Department of Agriculture  
USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

**Quick Links**

- ▶ What is an account?
- ▶ Create an account
- ▶ Update your account

**Administrator Links**

- ▶ Local Registration
- ▶ Authority Login

**eAuthentication Login**

**User ID:**  **User ID is a required field**  
[Forgot your User ID?](#)

**Password:**   
[Forgot your Password?](#)  
[Change My Password](#)

The user must provide an eAuth User ID and password, and then click the Login button.

Next, the user will be presented with the FSIS Welcome Screen and Enrollment Application.  
*Note: PHIS and LSAS share the Enrollment Wizard, so it is important that you follow the instructions specific for LSAS selections.*

### FSIS Enrollment Welcome Screen: **Select Submit Enrollment Request**

USDA United States Department of Agriculture  
Food Safety and Inspection Service

Home Help Contact Us Logout eAuth

**Welcome to the FSIS Enrollment Application!**

**Jane Doe,**

Your FSIS account was not found. An account is required to access FSIS applications. Submit an enrollment request to an FSIS administrator. See the option below.

**Enroll by Submitting Enrollment Request**

Click **Submit Enrollment Request** to run the Enrollment Request wizard. You will be notified when your request is approved or denied.

[Submit Enrollment Request...](#)

**Need to contact us?**  
Click **Contact Us** on the top navigation bar to request FSIS Application Support or ITS Help Desk support.

# FSIS Enrollment Request Wizard: **Click Next**

**USDA** United States Department of Agriculture  
Food Safety and Inspection Service

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## The FSIS Enrollment Request Wizard (Step 1)

This wizard helps you prepare and submit your enrollment request.

**Welcome to the FSIS Enrollment Request Wizard**

The wizard helps you submit your enrollment request to an FSIS administrator. An administrator reviews each enrollment request and either approves or denies it. After the review process, you will receive an email notification.

Your progress through these steps will be displayed on the left side navigation menu.

Click **Next** to continue.  
Click **Cancel** to exit the wizard. All modifications will be canceled.

**Next >>** Cancel

Account Type: **Select “LSAS Submitter” from the drop-down**

The screenshot shows the 'The FSIS Enrollment Request Wizard (Step 2)' interface. On the left is a navigation menu for user 'J. Doe' with options: Enrollment, Welcome, Account Type (highlighted), Primary Role, My Preferences, My Comments, and Summary. The main content area is titled 'The FSIS Enrollment Request Wizard (Step 2)' and includes the text 'This wizard helps you prepare and submit your enrollment request.' Below this is the section 'Select Your Account Type' with the instruction 'Select your account type.' A dropdown menu for '\* Account Type:' is open, showing options: -- Select --, Domestic, Non FSIS Federal Employee, Foreign Country, **LSAS Submitter** (highlighted with a red box and a red arrow pointing to it), Export, Corporate, and Brokers And Traders. A 'Description:' label is partially visible to the right of the dropdown. At the bottom are three buttons: '<< Previous', 'Next >>', and 'Cancel'.

**Click Next**

This screenshot shows the same wizard interface as above, but the dropdown menu is closed. The '\* Account Type:' field now displays 'LSAS Submitter'. The 'Description:' text reads: 'Select LSAS Submitter for your Account Type if you are an industry user (include...'. A red arrow points down to the 'Next >>' button, which is highlighted with a red box. The other elements of the interface, including the navigation menu and the '<< Previous' and 'Cancel' buttons, remain the same.

## LSAS User Orientation: Click Finish to Complete Your Enrollment

The screenshot shows the USDA Food Safety and Inspection Service website. The main content area is titled "The FSIS Enrollment Request Wizard (Step 3 of 3)". Below the title, it says "This wizard helps you prepare and submit your enrollment request." and "LSAS User Orientation". The instructions state: "Click **Finish** below to complete your LSAS enrollment. You will be re-directed to LSAS to create your Profile information." At the bottom of the wizard, there are three buttons: "<< Previous", "Finish", and "Cancel". The "Finish" button is highlighted with a red box, and a red arrow points down to it from above.

## Welcome to LSAS: Select Create to Set Up Your New Profile in LSAS

The screenshot shows the LSAS (Label Submission and Approval System) welcome page. The header includes the USDA logo and "United States Department of Agriculture Food Safety and Inspection Service". The LSAS logo is prominently displayed. Below the header, there is a navigation bar with "Home", "Contact Us", "Exit LSAS", and "Logout". The main content area says "Welcome" and "You do not yet have any profiles associated with your account. To continue, you may either [create](#) a new profile, or [request access](#) to an existing profile." The word "create" is highlighted with a red box, and a red arrow points down to it from above. At the bottom, there is a footer with various links and "Version: 2.0".

## Select: Submit and then Confirm

You will be prompted to click on the created profile's dashboard link to continue to your homepage.